

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON **THURSDAY 6 JUNE 2024**

MEMBERS PRESENT: Cllr J L Auty, Cllr J A Crossley, Cllr R M Czwarno, Cllr P Meir and Cllr E A Robertson

ALSO PRESENT: Public (4)

In Attendance; J L Hebden, Clerk and RFO to Micklefield Parish Council

The meeting opened at 7.15pm and was chaired by Cllr J A Crossley, chairman.

24/43 - PUBLIC FORUM

The following items were raised:

- (a) The skip hired for the repair works to Milestone Banking was being used by residents to get rid of their own rubbish and could lead to the Parish Council having to hire another skip at its own cost to remove excess rubbish. A post on the Micklefield Community page had made it clear that the skip was private and not a community skip.
- (b) The grass verges didn't appear to have been cut recently and looked terrible; the re-wilded verges also looked terrible and full of weeds. The hanging baskets looked lovely. *Cllr P Meir reported that there was a national 'No Mow May' campaign that may account for the grass verges being overgrown.*

24/44 – DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of any disclosable pecuniary interests or any other significant interests for the purposes of the Localism Act 2011, s31 and the Councillor Code of Conduct para 9 and Appendix B paras 4 – 9.

24/45 - APOLOGIES

24/45/1 – RECEIPT

Members received apologies for absence from Cllr D Brown, Cllr N Duff, Cllr G A Rycroft and Cllr G E Whysall.

24/45/2 – REASONS

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve the reasons for absence of Cllr D Brown, Cllr N Duff, Cllr G A Rycroft and Cllr G E Whysall.

24/46 – DISPENSATION REQUESTS

No dispensation requests were received by the Clerk prior to the meeting.

24/47 – EXCLUSION OF THE PUBLIC

No items were identified requiring the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2.

24/48 - ANNUAL AUDIT 2023/24

24/48/1 – RECEIPTS AND PAYMENTS

Members noted the council detail report (receipts and payments, including budget variance and percentage of budget spent) for the financial year ending 31 March 2024.

24/48/2 – ANNUAL BUDGET REPORT

Members noted the annual budget report for the financial year ending 31 March 2024.

24/48/3 – YEAR-END BANK RECONCILIATION

Members noted a bank reconciliation for the financial year ending 31 March 2024.

24/48/4 – PREPAID DEBIT CARD

Members noted the prepaid debit card accounts and year end reconciliation for the financial year ending 31 March 2024.

24/48/5 – INTERNAL AUDIT REPORT

Members noted the Internal Audit Report, its findings and recommendations.

24/48/6 – INTERNAL AUDITOR'S RECOMMENDATIONS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the internal auditor recommendations 1,2,3,4,5,7 and 8, to seek further clarification on recommendation 6 and pass recommendations 2 and 7 to the Finance and Corporate Management Committee for further action.

24/48/7 – ANNUAL INTERNAL AUDIT REPORT

Members noted the Annual Internal Audit Report for 2023/4 on page 3 of the Annual Governance and Accountability Return 2023/24.

24/48/8 – ANNUAL GOVERNANCE STATEMENT

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve Section 1 – Annual Governance Statement 2023/24 for Micklefield Parish Council on page 4 of the Annual Governance and Accountability Return 2023/24.

24/48/9 – ACCOUNTING STATEMENTS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve Section 2 – Accounting Statements 2023/24 for Micklefield Parish Council on page 5 of the annual Governance and Accountability Return 2023/24.

24/48/10 – PUBLICATION

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve the publication of documents required by Accounts and Audit Regulations 2015, Local Audit (Smaller Authorities) Regulations 2015 (SI 2015/184), and the Local Government Transparency Code.

24/48/11 – EXERCISE OF PUBLIC RIGHTS

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote to set a date of Monday 17 June to Friday 26 July 2024 for the exercise of public rights in accordance with Local Audit and Accountability Act 2014 Sections 26 and 27 and the Accounts and Audit Regulations 2015 (SI 2015/234).

24/49 – MINUTES OF THE MEETING HELD ON THURSDAY 9 MAY 2024

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 9 May 2024 are an accurate record. The chairman signed the minutes for verification.

24/50 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 9 MAY 2024

Members noted that the following matters arising from the minutes of the meeting held on Thursday 9 May 2024:

24/09 – The Clerk reported that she had updated the asset register to include the PA system and speakers.

24/13 – The Clerk reported that she had updated the working group list.

24/15 – The Clerk had informed YLCA of the Parish Council's chosen representatives and chairman.

24/16 – The Clerk had informed Cllr Harland of the Parish Council's chosen representatives to the Hook Moor Wind Farm liaison Committee.

24/32/1 – The contractor had been informed of its appointment and a revised quotation for the repairs to Vandicourt playground had been requested.

24/32/2 - The contractor had been informed of its appointment to undertake the repairs to Diamond Jubilee Play Area.

24/51 - POLICY REVIEW

24/51/1 – RISK MANAGEMENT POLICY

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that notwithstanding the approved recommendation of the internal auditor, the Risk Management Policy is fit for purpose.

24/51/2 – MEDIA RELATIONS, SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the Media Relations, Social Media and Electronic Communications Policy is fit for purpose.

24/52 - FINANCE

24/52/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve the accounts for payment:

BT - Internet and Phone Services	131.35
Staff Costs	2,038.05
AAT Welding Engineering - 50% Payment for Football Pitch Perimeter Fence	19,920.00
Northern Impression - Printing	89.52
Blast Cleaning and Maintenance Ltd. - Waste Removal	292.42
Internal Audit Yorkshire - Internal Audit	495.00

Micklefield Community Green Group - Wildflower Seed, Fertiliser etc.	198.99
Lumby Garden Centre - Shrubs, Perennials and Compost	302.83
Garforth Growers - Plants	492.12
Aire and Calder Ltd. - Grounds Maintenance	2611.38
Aire and Calder Ltd. - Grounds Maintenance	2210.79
TOTAL	28,782.45

24/52/2 – BUDGET UPDATE

Members received a budget update to 9 May 2024 in two different formats. Members stated a preference for the Combined Account Code budget update.

24/52/3 – BANK RECONCILIATION

Members received a bank reconciliation to 30 April. A reconciliation to 31 May 2024 was not available.

24/52/4 – MICKLEFIELD IN BLOOM EXPENDITURE

Members note Micklefield in Bloom expenditure for the financial year ending 31 March 2024. There was an error in the figures that the Clerk would check and correct for the next meeting.

24/52/5 – ADDITIONAL ACCOUNT WITH UNITY

The Clerk gave an update on the opening of an additional account with Unity.

24/53 – CRIME FIGURES

Members noted crime figures for May (supplied by East Leeds NPT). Cllr E A Robertson and Cllr J L Auty gave verbal reports of the PACT meeting.

24/54 – CORRESPONDENCE

Members noted correspondence received.

24/55 - NEW TODDLERS' PLAY ZONE

24/55/1 – PART 12 PERMITTED DEVELOPMENT

Members noted the email from LCC Planning Services confirming that the scheme cannot be treated as being Part 12 Permitted Development.

24/55/2 - PLANNING APPLICATION: SUBMITTING

Proposed by Cllr R M Czwarno

Seconded by Cllr J L Auty

RESOLVED by unanimous vote to approve submitting a full planning application for the new Toddlers Play Zone in the Recreation Ground.

24/55/3 – PLANNING APPLICATION: EXPENDITURE

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve expenditure of up to £600 on the planning application for the new toddlers' play zone.

(ii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve that the expenditure for the new toddlers' play zone planning application is taken from CIL.

24/56 - COMMUNITY INFRASTRUCTURE LEVY (CIL)

24/56/1 – FOOTBALL PERIMETER FENCE

The Clerk confirmed that a purchase order had been sent and a 50% advance payment made. Cllr P Meir gave an update on the football perimeter fence project – he had confirmed to the contractor that the extent of the fence would be like-for-like. Fabrication had begun and construction was expected to begin mid-July.

24/56/2 – OTHER PROJECTS

Members received updates on the other approved CIL projects: Sections 1 and 2 of the bio-diversity improvements had been completed. Micklefield Community Green group had successfully bid for saplings from the Wildlife Trust; decisions about the installation of new seats and paths would be deferred until the Inspector's decision on the mitigation measures for the closure of Peckfield Level Crossing was made, as the proposals had an impact on both.

24/57 - MILESTONE BANKING

24/57/1 – RENOVATION WORKS

Cllr J A Crossley gave an update on the renovation works, including a report from the site meeting on 24th May. He reported that, due to the original construction method, it was impossible to completely remove and thereby replace the vertical timber sleepers between the rear maintenance access path and the structure. New timbers would therefore need to be installed horizontally.

24/58 - PUBLIC RIGHTS OF WAY

24/58/1 – P3 GRANT

Members noted receipt of a P3 grant of £743.00 for the financial year ending 31 March 2025.

24/58/2 – COMMUNITY PATHS PARTNERSHIP 2022/23

Members noted the Community Paths Partnership work and expenditure record for 2022/23.

24/58/3 – COMMUNITY PATHS PARTNERSHIP 2023/24

Members noted the Community Paths Partnership work and expenditure record for 2023/24.

24/59 - PECKFIELD LANDFILL SITE

24/59/1 – ODOURS

Members received an update on the previously identified problem of odours from the landfill site.

24/59/2 – LIAISON MEETING

Cllr J L Auty and Cllr R M Czwarno gave verbal reports of the liaison meeting held on 14 May 2024. The deadline for finishing capping remained at two weeks.

24/59/3 – MEDIA

Members considered if the Parish Council should approach public media in order to publicise the odour problems.

(i) Proposed by Cllr P Meir

Seconded by Cllr J L Auty

RESOLVED by unanimous vote with one abstention to approach public media to publicise the odour problems.

Cllr J A Crossley abstained from the vote.

(ii) Proposed by Cllr E A Robertson
Seconded by Cllr P Meir

RESOLVED by unanimous vote to approach BBC Look North and ITV Calendar as the media outlets.

(iii) Proposed by Cllr J A Crossley
Seconded by Cllr P Meir

RESOLVED by unanimous vote that Cllr E A Robertson contacts the identified public media outlets.

(iv) Proposed by Cllr E A Robertson
Seconded by Cllr J A Crossley

RESOLVED by unanimous vote that the core points the Parish Council wants to express are the continued disruption to local life, including the experience of foul odours, and the lack of closure on the issue.

(v) Proposed by Cllr R M Czwarno
Seconded by Cllr J A Crossley

RESOLVED by unanimous vote that the action and outcome that the Parish Council would be seeking on behalf of local residents is a firm timescale for the closure of Peckfield Landfill Site that will bring a resolution.

24/60 - HIGHWAYS AND FOOTPATHS

24/60/1 – FOOTPATH NO. 6

Cllr J A Crossley gave an update on footpath no. 6 (Daisy Banks), which no longer functions as a public right of way, due to the land levels and the installation of a playground, through its alignment. He reported that the alignment of the diversion was now clear.

24/60/2 – REQUEST TO HIGHWAYS ENGLAND

Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve a request to Highways England that when its new maintenance contract for the A1-M1 link road is drawn up it includes the maintenance of the portion of the footpath east of sheep dyke, from footpath no. 11 to the settling pond.

24/61 - ODOUR PROBLEMS

24/61/1 – SEWAGE ODOURS

Members noted that households at the north end of Great North Road were experiencing sewage odours.

24/61/2 – ACTION TAKEN

Members noted the action taken by householders and Yorkshire Water to resolve the problem.

24/62 - PLANNING AND DEVELOPMENT CONTROL

24/62/1 – APPLICATION NOTICES

Members noted that no planning application notices had been received.

24/62/2 – DECISIONS

Members noted that no planning decisions had been received.

24/62/3 – PLANNING APPEAL

Members noted receipt of a planning appeal notice related to planning application 23/04836/FU (Land adjacent to 50 The Crescent).

24/63 - NEIGHBOURHOOD PLAN

24/63/1 – GROUP MEETING

Cllr P Meir gave a report of the neighbourhood plan meeting held on 3 June. LCC Planning Officers had attended to give their advice. More group members were needed. The next meeting was scheduled for 21 June 2024.

24/64 - FACILITIES INSPECTIONS

24/94/1 – WEEKLY INSPECTIONS

Members noted the weekly inspections sheets for Garden Village bus shelter, Vandicourt Infants' Playground, Micklefield Recreation Ground and Diamond Jubilee Play Area.

24/65 - ANNUAL PARISH MEETING

24/65/1 – VERBAL REPORT

Cllr J A Crossley gave a verbal report on the Annual Parish Meeting held on Thursday 23 May 2024.

24/65/2 – RECOMMENDATIONS

Members considered the Parish Meeting's recommendations.

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the Parish Council writes again to LCC Highways to request the extension of the double yellow lines on Prospect Terrace (from the junction with Station Hill).

(ii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the provision of additional burial space should be considered by the Neighbourhood Plan group.

24/66 - YLCA

24/66/1 – LEEDS BRANCH MEETING

Members noted that a meeting of the Leeds branch was scheduled for Thursday 20 June 2024.

24/66/2 – PARISH COUNCIL REPRESENTATIVES

Cllr J A Crossley and Cllr R M Czwarno confirmed their intention to attend the Leeds branch meeting.

24/67 - VERGE REWILDING

24/67/1 – PILOT SCHEME

Cllr D Brown was unavailable to give an update on the verge rewilding pilot scheme. Members queried the growth in some of the sites.

24/68 - STONE BUS SHELTER

24/68/1 – REAR WINDOWS

Cllr P Meir gave an update. He had received a revised quotation for blocking up just the two rear windows. He would seek further quotations for a mesh and polycarbonate insert to replace the original polycarbonate sheets, in addition to quotations for filling in the windows with stone blocks.

24/69 - GATEWAY SIGNS

24/68/1 – RECOMMENDATIONS

There were no recommendations for the style and location of the village entrance name signs.

24/70 - GARDEN VILLAGE

24/70/1 – ACCOMMODATION ROAD

There was no update on a meeting with LCC highways officers to discuss the land between the accommodation road to the rear of Garden Village and the new housing development.

24/71 - POTENTIAL CYCLE PATH

24/71/1 – UPDATE

There was no update from the working group on the potential to create a cycle path between Micklefield and Garforth.

24/72 - FACEBOOK

24/72/1 – UPDATE

Cllr P Meir gave an update on the Facebook page. He had uploaded information about the football pitch perimeter fence project.

24/72/2 – ITEMS TO POST

Cllr P Meir reported that he would upload the Chairman's annual review, which had been approved at the previous meeting, and would include pictures to illustrate the projects.

24/73 - REGISTRATION AND TRANSFER OF TITLE

24/73/1 – UPDATE

There was no update on the registering of the title to Micklefield Recreation Ground in the name of Micklefield Parish Council, as Sole Trustee of Micklefield Recreation Ground Charity.

24/74 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

24/74/1 – REVISED LEASING ARRANGEMENTS

There was no update on a set of revised leasing arrangements and the identification of what would be required from the Parish Council at each stage in terms of indicative and final designs for the V.A.S.E Scheme and legal and administrative charges.

24/75 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following item was raised to note:

- Cllr J L Auty had received the latest Network Rail update for works scheduled at or near Micklefield

The following agenda items were requested:

- To consider asking Leeds City Council to undertake a survey of Micklefield Youth and Adult Centre
- To approve engaging a stone mason to work on the letters in the Milestone Banking setts.
- To receive feedback from the Strategy group meetings

24/76 – FINANCE AND CORPORATE MEETING

Members noted that a meeting of the Finance and Corporate Management Committee would be held on Monday 17 June 2024, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm.

24/77 – PARISH COUNCIL MEETING

Members noted that the next meeting of the Parish Council would be held on Thursday 11 July 2024, at Churchville House, Churchville Drive, to commence at 7.15pm.

The meeting closed at 10.43pm.

Signed:

(Chairman)

Date:

Joanne Hebden
Clerk to the Council
Micklefield Parish Council

6 Churchville Avenue
Micklefield
LEEDS
LS25 4AS
(0113) 2875829
clerk@micklefield-pc.gov.uk